



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



EMPLOYMENT OPPORTUNITY

OFFICE OF THE COMMISSIONER

EXECUTIVE ASSISTANT 2, DIRECTOR OF LEGAL AND GOVERNMENTAL AFFAIRS

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open to: The Public

Location 165 Capitol Avenue, Hartford, CT 06106

Hours: 8:00 a.m. – 5:00 p.m.

Job Posting#: 810 – Pos. #59002

Salary Range: \$98,327 to \$150,055

Closing Date: October 25, 2013

The Connecticut State Department of Education (CSDE) is currently recruiting for an Executive Assistant. This individual will report directly to the Commissioner and will serve as the agency's chief legal director and counsel, as well as manager of the agency's legal and governmental affairs office.

GENERAL STATEMENT OF DUTIES:

As part of the Commissioner's senior leadership team, this is the highest level legal counsel to the Commissioner and the State Board of Education, and directs the staff and operations of legal, regulatory, legislative and governmental affairs of the Department of Education.

EXAMPLE OF DUTIES:

Provides legal counsel to Commissioner and his senior team in the interpretation, implementation and administration of the key laws, regulations, and initiatives, including the components of the state's recent and significant education reform legislation, Public Act 12-116; attends State Board of Education meetings and provides legal counsel to the Board as necessary in numerous matters, including the implementation of recent education reform legislation, license revocations, ongoing litigation, Freedom of Information statutes and regulations relative to public meetings, and Executive Session regulations; directs staff and operations of the agency's legal and governmental affairs office, including the coordination, planning, and management of the division's activities, and designs and implements performance review standards for staff; manages the teacher/administrator certification process as determined by Section 10-146d-612 of the State Regulations, including overseeing all investigations conducted by the agency's legal staff regarding the revocation of teacher/administrator certificates and the presentation of cases to defend revocations to the State Board of Education on behalf of the Commissioner; advises Connecticut districts in the drafting of their racial balance plans and presents plans to the State Board of Education for approval; testifies before legislative committees; collaborates and interfaces with department, state, federal, legislative, intergovernmental and local entities and individuals regarding legal, policy, and program activities; provides legal counsel to the Commissioner in multiple ongoing complex litigation cases and serves as liaison to Attorney General's office for these matters; assists in implementing relevant court decisions, stipulated agreements and orders, including through interactions with plaintiffs; oversees legal work related to the Governor's red tape review and removal initiative, including coordination of legal and regulatory research into state and federal mandates;

analyzes potential litigation and makes recommendations to Commissioner; drafts legal memoranda and declaratory rulings; provides legal counsel to the Human Resources Administrator; directs and manages legal counsel who represent Human Resources, the Connecticut Technical High School System (CTHSS), and the agency in all CHRO/EEOC and litigation matters and advises and provides support to Human Resources and CTHSS on Title IX matters; oversees the drafting and administrative review of all agency contracts and agreements; provides counsel for FOIA requests received by the agency and defends the agency in front of the FOI Commission; prepares or assists in preparation of division budget; conducts investigations as required; and performs related duties as required.

QUALIFICATIONS:

Knowledge, Skill and Ability:

Knowledge of education law, statutes, and regulations; knowledge of the legislative process and the interpretation of statutes and regulations; ability to manage a team; knowledge of public administration; considerable knowledge of basic law and legal process, principles and practice, administrative law, constitutional law, rules of process, and rights and obligations of state agencies; knowledge of litigation and the appellate process; knowledge of relevant state and federal laws, statutes, regulations, processes, and structures; knowledge of education reform; considerable oral and written communication skills; knowledge of management principles and techniques; decision making ability; ability to establish and maintain cooperative relationships with departmental professionals and administrators, administrative staff and higher education institutions, local school systems, and other state and federal agencies.

Experience and Training:

Six (6) years of experience in the practice of law.

SPECIAL REQUIREMENT:

1. Three (3) years of the General Experience must have been in the practice of law pertaining to education, or to government-related policymaking and/or administration.
2. Must be admitted to practice law in the State of Connecticut.

PREFERRED EXPERIENCE AND TRAINING:

Experience working within or in coordination with government institutions; experience working with education policy.

APPLICATION PROCEDURE:

Interested candidates should reference announcement #810, submit a letter of application and resume with details of experience and training, three current professional references and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to: **Debra Paradis, Principal Human Resources Specialist, 165 Capitol Avenue, Room G-16, Hartford, CT 06106. Tel. #860-713-6695. Fax # 860-713-7011. All required documents must be submitted by the closing date to be considered for interview.**

Closing date for applications: **October 25, 2013**

Anticipated date of employment: **Immediate upon selection**

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present**

history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction and provides equal access to school facilities and school premises to Boy Scouts and other designated youth groups. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

#810
10/4/13